Proposal: To create the number GT5889.5, with the caption **Cats**, aligned with the existing

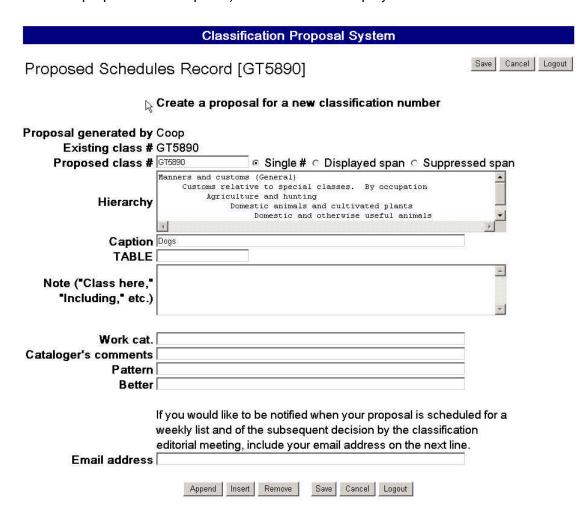
caption Dogs.

Step 1: Browse to GT5889.

Step 2: From the existing list of Cutters, click on **P** beside GT5890. (This number is chosen

as the basis for the proposal because the caption is at the same alignment as the

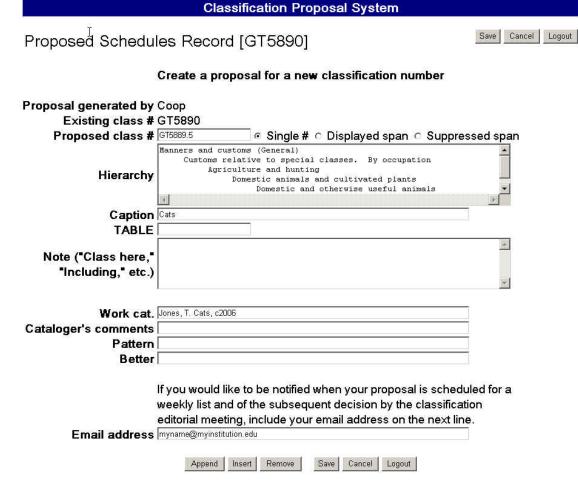
proposed new caption.) The EZ form is displayed:



- Step 3: Edit the number in the **Proposed class #** field, changing it from **GT5890** to **GT5889.5**. Check that the radio button for **Single #** is selected.
- Step 4: Edit the caption in the **Caption** field, changing it from **Dogs** to **Cats**.

The **Hierarchy** field need not be changed, since the desired hierarchy for the new caption is the same as that of the existing caption at GT5890.

- Step 5: Cite the work generating the proposal in the **Work cat.** field.
- Step 6: Fill in any other applicable fields.



Step 7: Click **Save**. On the confirmation screen, click **OK**.

Step 8: Click the Class Web **Refresh** button (NOT the browser's Refresh button). The proposed new number and caption are displayed in green:

```
Horses and riding [HRMPRef]
  R
                                  Including costumes
GT5885
                                General works [HRMPRef]
GT5888
                                Harness, bits, spurs, etc. [HRMPRef]
                                    Cf. SF92 Use on farms [HRMPRef]
                                    Cf. TS1030-1035 Leather industry [HRMPRef]
GT5889.A-Z
                                By region or country, A-Z [HRMPRef]
GT5889.5
                               Cats [HRMPRef]
                               Dogs [HRMPRef]
GT5890
                               Other animals, A-Z [HRMPRef]
GT5895.A-Z
GT5895.C37
                                Cattle [HRMPRef]
GT5895.E43
                                Elephants [HRMPRef]
```

Step 9: Email a notification to the LC Coop Team that a proposal has been created at GT5889.5.